

Job Description, Grounds Keeper

412.01R4

The grounds keeper will be assigned by the superintendent of schools and supervised, and evaluated by the superintendent or maintenance supervisor. His or her duties shall include, but not be limited to, the following:

- I. Planting, trimming, cutting shrubs and trees and grass.
- II. Applying fertilizers and insecticides to trees, shrubs, and grass.
- III. Watering grass, plants, and trees when necessary.
- IV. Overseeing the preparation of fields for athletic events.
- V. Maintaining parking lot.
- VI. Removing snow as needed.
- VII. Maintaining and inspecting grounds and outside equipment so as to be safe and free of debris.
- VIII. Maintaining all district-owned grounds equipment in safe and efficiently operating condition and developing plans for preventive maintenance and replacement schedules.
- IX. Maintaining safety standards in conformance with state and insurance regulations.
- X. Attending appropriate committee and staff meetings.
- XI. Coordinating budget for grounds keeping section with the superintendent; making purchases in accordance with budgetary limitations or district policy; and assisting in the development of specifications for items to be placed on bids.
- XII. Performing other tasks and duties as assigned.
- XIII. Possessing a minimum educational preparation of a high school diploma.
- XIV. Minimum physical activities:
Having the ability to perform the physical activities and work in the environmental conditions as follows:
 - A. Requires prolonged sitting or standing and the use of mechanical equipment.
 - B. Requires stooping, bending, kneeling, turning, balancing, and reaching.
 - C. Requires driving.
 - D. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

Legal Reference: §79-318(12) State Board of Education, Powers and Duties

Adopted: June 1, 1997

Revised: October 9, 2007

Revised: August 10, 2015